



## POSTER SESSION

### Purpose:

To highlight your agency by creating a poster that describes your agency, a project you are working on, an innovative practice, a technological approach, or highlight the great work that you and your colleagues have done in serving clients.

### When:

Monday, January 22  
6:00 pm – 7:30 pm  
Exhibit Hall

### Rules:

- Must register your poster by **January 5, 2018**.
- Arrive early to set up and remove materials promptly at the end of the session.
- Plan to have someone available at the poster to describe the agency and any details of the poster.
- Poster size: 3 X 5
- Each poster should be mounted on foam board. *Easels will be provided to display posters.*
- Prepare all poster materials ahead of time

The success of the poster session depends on the ability of the viewers to readily understand the material.

Observe the following guidelines in the preparation for your poster session.

### Guidelines:

- Larger font, should be able to be read from 3 feet away
- Bullet points to make it easier to follow
- Short description of the agency and who is being served
- Text or pictures
- Have fun and be creative

### Register your Poster by January 5, 2018:

Send name, institution/agency, and short summary (2-3 lines) on your poster topic to:

**Brian Lovins**  
Program Chair

[Brian.Lovins@csc.hctx.net](mailto:Brian.Lovins@csc.hctx.net)